



# **SUPERIOR COURT**

## **COUNTY OF MADERA, STATE OF CALIFORNIA**

### **ANNOUNCEMENT OF EXAMINATION**

## **JUDICIAL COURTROOM ASSISTANT**

**Monthly Salary: \$3,482 – \$4,233**

**Final Filing Date: February 28, 2022**

*The Madera County Superior Court is offering a great career opportunity with a competitive benefits package:*

- *Experienced Courtroom Clerks/Assistants are encouraged to apply. The Court Executive Officer may authorize hiring above the entry step of the salary range above, depending on a candidate's years of qualifying experience.*
- *The Madera County Superior Court offers membership into CalPERS, and for 'Classic Members' a 2.7% at 55 retirement benefit formula is available for individuals who were in a reciprocal California Government Retirement System on or before 12/31/2012. 'New Members' will enjoy a 2% at 62 retirement benefit formula.*
- *Retirees from the Madera County Superior Court enjoy employer contributions towards health insurance premiums.*

---

### **THE POSITION**

Under general supervision, to perform a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; to prepare judgment abstracts; to provide information concerning current calendar status and completion of court cases; and to do related work as required.

### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

### **IMPORTANT AND ESSENTIAL DUTIES**

- Reviews court documents for completeness and accuracy.
- Prepares correspondence, bench warrants, and court orders as directed.
- Prepares required legal papers and records for court sessions.
- Swears in jurors and administers oaths to witnesses.
- Reads charges and indictments to defendants in court and records defendant's pleas.
- Accepts documentary evidence presented in court for filing.
- Takes proper care of exhibits as introduced into evidence in court proceedings.
- Attends court hearings and trials, taking notes of formal proceedings and preparing minutes of proceedings.
- Resolves schedule conflicts and makes changes through contact with attorneys and the court.
- Updates and maintains the court calendar; answers correspondence and telephone inquiries relating to court procedures, disposition of cases, and the court calendar.
- Prepares documents required for commitment of individuals to penal and juvenile institutions.
- May oversee the general maintenance and daily publication of the court master calendar.
- Performs general office support work.
- Perform full range of duties associated with Judicial Assistant I and II classifications, as needed based on operation need of the Court.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Basic record keeping.
- Filing, and retrieval systems.
- Modern office practices, methods, and computer equipment.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Functions, policies, and procedures of the court system.
- Pertinent codes, statutes, and regulations governing court operations.
- Pertinent Federal, State, and local laws, codes, and regulations including those affecting public access and use of information and records maintained by the Court.
- Legal procedures, and documents used in court cases.
- Principles and procedures of court calendar preparation and maintenance.
- Legal terminology.
- Court room practices and procedures.
- Principles and procedures of court order and warrant preparation.

### **Skill to:**

- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Take and transcribe notes accurately.

### **Ability to:**

- Learn the functions, policies, and procedures of the Madera County Court System.
- Examine and determine the validity and acceptability of documents for filing with the Court.
- Interpret and apply statutes and instructions related to court proceedings.
- Handle and provide for the custody of evidence in a legal, professional manner.
- Maintain, retrieve, and destroy evidence and records.
- Perform a wide variety of office support work.
- Make mathematical calculations for accuracy.
- Prepare clear and concise correspondence and reports.
- Gather data, analyze information, and prepare a variety of reports.
- Directly assist with and independently perform the full range of functions associated with the Court.
- Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained by the Court.
- Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the Court.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work independently in a court room environment, exercising judgment and initiative.

## **MINIMUM QUALIFICATIONS**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience/Education:**

**Option 1:**

One (1) year of increasingly responsible work experience as a Judicial Assistant II with Madera County Superior Court or experience equivalent to a Judicial Courtroom Assistant classification with any other State of California Superior Court **and** the equivalent to the completion of the twelfth grade.

OR

**Option 2:**

Three (3) years of increasingly responsible experience performing legal processing and other assistance in a legal office **and** the equivalent to the completion of the twelfth grade.

OR

**Option 3:**

Two (2) years of office support experience or a paid or unpaid internship in an office setting and the completion of a degree in Criminal Justice, Criminology, Sociology, Political Science, Public Administration, Business Administration or a field of study that provides for the understanding of or ability to learn the knowledge skills and abilities of the position.

**OTHER JOB-RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

**PHYSICAL EXAMINATION REQUIREMENTS**

As a condition of employment with Madera Superior Court a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera Superior Court.

**EXAMINATION PROCESS**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications and may be administered either by a written examination, oral interview, evaluation of education and experience or any combination of qualifications appraisal determined by Human Resources to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process.

**HOW TO APPLY**

Please review the Application Guidelines for application requirements. The application is required and may be obtained by accessing the Madera Superior Court website at <https://www4.courtinfo.ca.gov/madera/MaderaCareerOps.htm> or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: **Monday - Friday, 8am – 5pm**. A resume may be included with the application but will **not** be accepted in lieu of an official application. The "Employment History & Experience" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application may result in disqualification.

**MAILED APPLICATIONS**

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

**Madera County Superior Court  
Human Resources Division  
200 South G Street  
Madera, CA 93637**

**NOTE: Postmarks and facsimiles are not accepted.**

**ADA ACCOMMODATIONS**

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.**

**THE MADERA COUNTY SUPERIOR COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*February 7, 2022*